Starting A New Report

If you are looking to start a new Annual Utilization Report for your facility, follow the steps below.

1. Login in to the ALIRTS by clicking **"Login"** in the navigation panel on the left side of the screen.

2. Enter your login on the **"Login"** line and your password on the **"Password"** line

If you forgot your login, see the "Forgot Your Login?" worksheet

3. After you are logged in, you should see **"You are logged in as:"** with your username below it in red, if not go back to step 1.

4. Type in your OSHPD ID # in the search box then click **"Search"**

5. The next screen should show your facility's information such as: license number, facility name, OSHPD ID number, facility type, and the two actions, **"View License"** or **"View Reports"**.

6. To create a new report, click **"View Reports"** in the **"Action"** box on the page showing your facility

7. You should be on this page:

8. Go to the drop-down box, and select the year for which you will be submitting the report, then click **"New Report"**